ARIMS DEFINITION HANDOUT

What are the different user levels. functions and responsibilities?

The access level listed in your registration profile determines what ARIMS features are available to you. It is essential that during registration you select only the level of access needed to perform your records management duties. If you are unsure what level of user access to request, check with your local records management official. Until authorized otherwise, your application will be activated at the Action Officer (AO) level of access. If your job duties require a different level of access, send a request through your records management chain. Authorization must be obtained from one level higher than the level requested; i.e., if requesting Records Coordinator, the authorization must come from a Records Manager; if requesting Records Manager or Records Holding Area Manager, authorization must come from a Records Administrator. Authorizations are to be sent by using the Online Help Desk , located at the bottom of every ARIMS webpage.

NOTE: The Electronic Capture and Store (ECS) ARIMS module is available to all registered users who will be submitting electronic records. Registered users may also use ARIMS to search the Master Index for stored records; however, records outside of their area of responsibility must be requested through the access and release process.

AO = Action Officer. AOs are responsible for managing the records they create on behalf of the Army that are used for their unit/office level business operations. An AO can use ARIMS to create a proposed Office Records List (ORL) to categorize the records created in his/her office.

RC = Records Coordinator. An RC is responsible for managing the records of one or several unit(s)/office (s). RCs can create proposed Office Records Lists (ORL) for their serviced unit(s)/office(s), and may also approve ORLs if authorized by their servicing Records Manager (RM). RCs act as liaison between the unit (s)/office(s) and the servicing RM and Records Holding Area Manager, and serve as points of contact (POC) for the access and release of stored records for which they are responsible. See (para 8.2.g.3).

NOTE: The RC function is not yet operational; however, select RC if it is appropriate.

RM = Records Manager. An individual who serves at the subordinate command level or on the installation garrison staff with command-wide or garrison-wide records management responsibilities. RMs have approval authority for AOs requesting RC privileges. RMs also approve proposed Office Records Lists (ORLs) and serve as points of contact (POC) for the access and release of stored records for which they are responsible. See (8.2.

RHAM = Records Holding Area Manager. An individual whose duties include managing and directing the operations of a records holding area. RHAMs may also possess the same duties and access privileges as a Records Manager if they have been approved by their command Records Administrator (RA). See (para 8.2.g.2).

RA = Records Administrator. An individual who is appointed in writing and serves on the Major Command staff (MACOM or ARSTAF) with command-wide records management program responsibilities. RAs have approval authority for AOs and RCs requesting RM or RHAM privileges. RAs may approve Office Records List (ORL5) and serve as points of contact (POC) for the access and release of stored records for which they are responsible. See (para 8.2.g.l).